ANNEXURE - B

BENGALURU METROPOLITAN TRANSPORT CORPORATION

CENTRAL OFFICES: STORES AND PURCHASE DEPT: BANGALORE-560027

Sub: Selection of the agency to provide Drivers for 50 Bolero Jeep to BMTC.

Ref: Tender No.BMTC/2024-25/SE0513.

TERMS & CONDITIONS

1) **Prequalification Criteria :**

a. The agency shall necessarily possess following documents at the time of uploading the tender and should upload the same in the e-procurement portal.

i. Certification of Incorporation under Shops and Commercial Establishment Act 1961 issued by Department of Labour and Certificate of Registration issued by the Registrar of Companies / Certificate of registration under partnership Act 1932.

ii. Provident Fund Registration Certificate issued by the Regional Provident Fund Commissioner.

iii. Combined Challan having TRRN No. for remitted PF returns to PF authority for all the 36 months of last three Financial Years (i.e., 2020-21 2021-22 & 2022-23).

iv. GST Registration Certificate.

v. Certificate of Registration under Professional Tax Act.

vi. Copy of the PAN card of the agency.

vii. ISO 9001:2015 certificate for supply of Manpower.

viii. Documents for having paid the Labour Welfare Fund for at least 50 employees to Labour Department during last three years (2020-21, 2021-22 & 2022-23) put together.

ix. Self declaration for the bidder should have not been blacklisted by any Government / reputed Organization.

b. The Agency should have a minimum of **3 years' of work experience** in Man Power Supply (2020-21, 2021-22 & 2022-23) with department's /undertakings/ organizations / Corporations / Boards of state or Central Government or reputed organizations.

The copies of work order & satisfactory performance certificate towards services provided for 3 years shall be submitted.

c. The agency should have supplied minimum of **100 manpower services annually** to one or more department's /undertakings/ organizations / Corporations / Boards of state or Central Government or reputed organizations in any one of the last three financial years (2020-21, 2021-22 & 2022-23) and provided services satisfactorily. (Documentary proof in the form of certificate issued by the Department / Govt. Organization / Undertaking / Corporation/ Boards of State or Central Government for satisfactory services rendered shall be scanned and uploaded i.e., agreements/ work orders & satisfactory performance certificate etc. BMTC will verify the documents with the concerned wherever necessary).

d. The Agency must have minimum average annual turnover of **02.00 Crores for continuous three years out of last four years** (i.e for 2019-20, 2020-21 & 2021-22 and 2022-23) from providing Man power supply Services. They need to submit duly supported Audited Statement of Accounts i.e. Profit/ Loss Statements, Balance Sheets and GST returns for continuous three years out of last four years i.e for 2019-20, 2020-21 & 2021-22 and 2022-23 and CA certificate in the format prescribed shall be uploaded in the e-procurement portal.

e. The Agency should have an established office in Bangalore /submit an undertaking to open an office in Bangalore on successful selection in the tender.

f. The Financial bids of the agencies which do not meet the Pre-Qualifying Requirements (Technical Bids) will not be considered.

g. The Agency should quote for providing drivers of Light Passenger vehicle/Bolero Jeep.

2) **Evaluation Criteria:**

a. Evaluation is based on lowest % of service charges quoted. The Agency has to quote the % of service charges excluding GST.

b. If more than one Agency quotes same rate of percentage of service charge, the L1 will be finalized through lottery system (among the L1 quoted Agency) by BMTC.

3) **Agreement:** The successful Agency shall enter into an agreement with CTM(O), BMTC, duly incorporating terms and conditions as per the tender for a period of 11 months.

4) **Tender Processing Fee**: As charged by KPP Portal, to be paid through e-payment mode only.

5) **Earnest Money Deposit:** Rs.1,00,000/- is to be paid through e-payment mode in the KPP portal.

6) **Security Deposit:** On selection, the successful Agency shall pay 05% of the Value of the Work Order as security deposit through DD or Bank Guarantee.

7) **Pre-Bid Meeting:** Date: 04.10.2024 @11.30 Hrs, in the Mini Meeting Hall, 4th Floor, BMTC Central Office, Shanthinagar, Bengaluru- 560027.

8) Last date and time for submission of tender documents through e-procurement portal: Dt.15.10.2024 time 14:30 Hrs.

9) Opening of Prequalification offer: Dt.16.10.2024 time 15.00 Hrs.

10) Opening of commercial offers: Dt.18.10.2024 @ 14.30Hrs (Tentatively scheduled).

11) Other Standard Terms and Conditions are as per Tender Documents.

CONTROLLER OF STORES AND PURCHASES.
[TENDER INVITING AUTHORITY]